

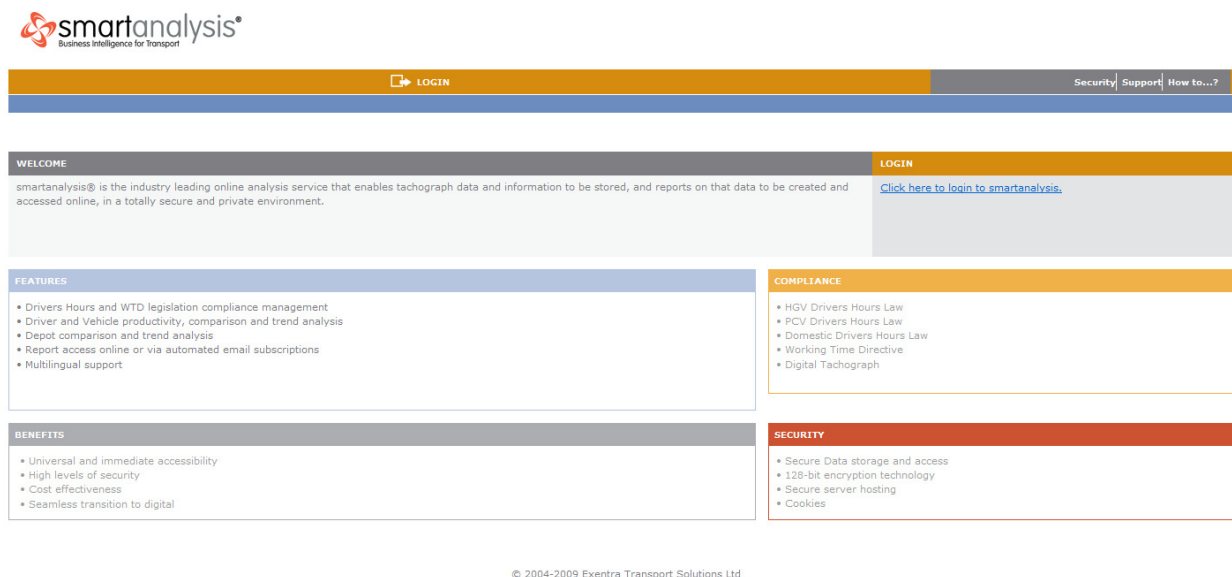


# How to...user manual

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## How to...find the smartanalysis® website

The smartanalysis® service is accessible from any computer with an Internet connection. To access the service for the first time click on the link that is contained in your welcome email. You will be shown a page that looks like the following -



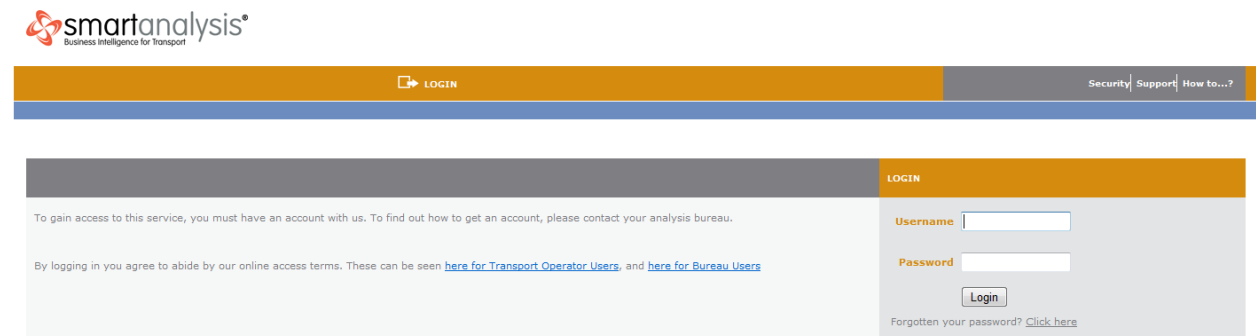
To access the smartanalysis® service and login, you can do one of two things:

- Click the 'Login' link on the menu bar, or...
- Click the 'click here to login to smartanalysis®' link.

Any one of these two options will take you to the login page.

## How to...login to smartanalysis® for the first time

When you want to login to smartanalysis® you will go to a screen that looks like this -



The screenshot shows the smartanalysis login interface. At the top is the smartanalysis logo. Below it is a navigation bar with a 'LOGIN' button and links for 'Security', 'Support', and 'How to...?'. The main content area has a grey header with the word 'LOGIN'. Below this, there is a text block stating: 'To gain access to this service, you must have an account with us. To find out how to get an account, please contact your analysis bureau.' and 'By logging in you agree to abide by our online access terms. These can be seen [here for Transport Operator Users](#), and [here for Bureau Users](#)'. To the right of this text is a login form with fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgotten your password? [Click here](#)'.

Enter the username and password that were issued to you by your Analysis Bureau, and click the 'Login' button. **Please note that your username and password are case-sensitive, so please ensure that you type in the exact details.**

The first time you login, you will be shown the smartanalysis® service online access terms. You must read these, tick the 'By ticking this box...' checkbox, and then click 'Submit' to access the service...

### smartanalysis™ Service Terms and Conditions

☒ By ticking this box and clicking Submit you agree to the smartanalysis™ Terms & Conditions shown below

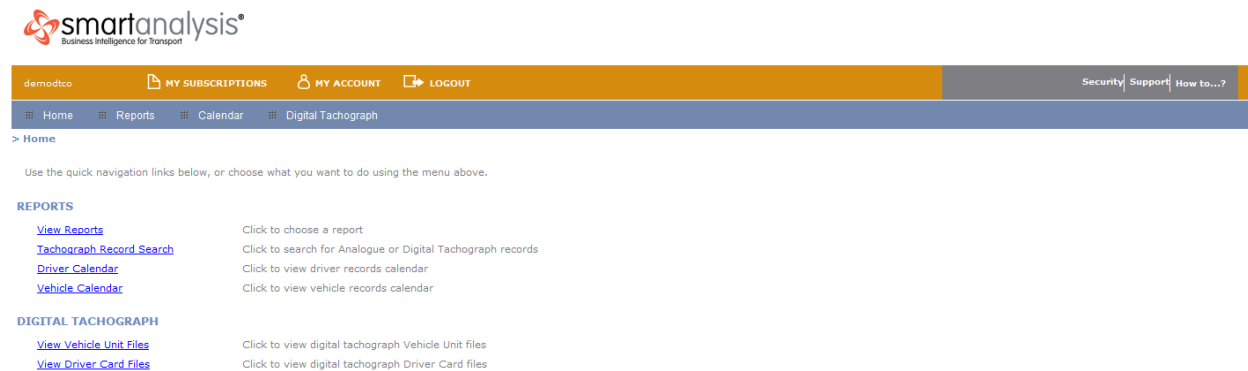
If you do not agree to the terms by ticking the box, you will not be able to gain access to the service. You only have to do this once - on subsequent logins you will not see this page. If the terms and conditions change in the future, you may be shown this page again and you will need to read and agree to these new terms.

If after typing your username and password, and clicking the 'Login' button you receive a 'Login failed for...' message, please try re-typing your details and try again. If you receive the same message, then one of the following may have happened:

- You have been given incorrect login details. **What you should do...**please contact your Bureau to confirm the details and try again.
- Your account has been "locked". This is a smartanalysis® security feature that causes your account to become locked after three unsuccessful login attempts. Your account is locked to prevent someone who has discovered your username from having unlimited attempts to guess your password. **What you should do...**contact your Bureau during office hours and ask them to unlock your account for you.
- The smartanalysis® service is temporarily unavailable. **What you should do...**contact your Bureau during office hours to ask about system availability.

## How to...navigate and find your way around smartanalysis®

After logging in successfully, you will be shown a screen similar to this -



There are several elements to this screen, and these are explained below.

### Main menu

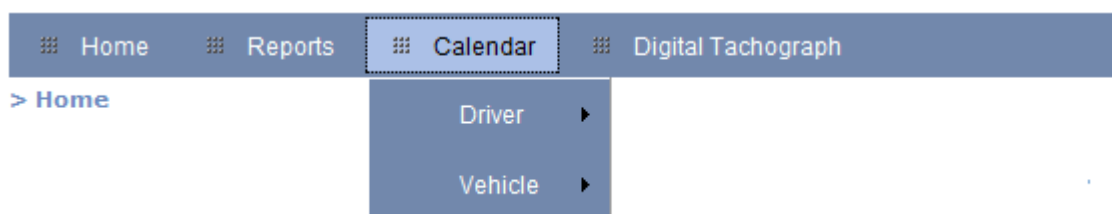
The main menu looks like this...



This allows you to navigate around the main areas of the website. The menu items speak for themselves.

### Smart menu

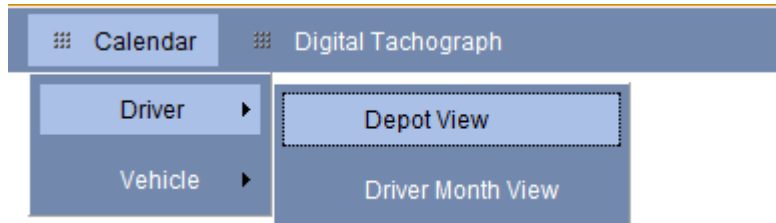
The smart menu is this -



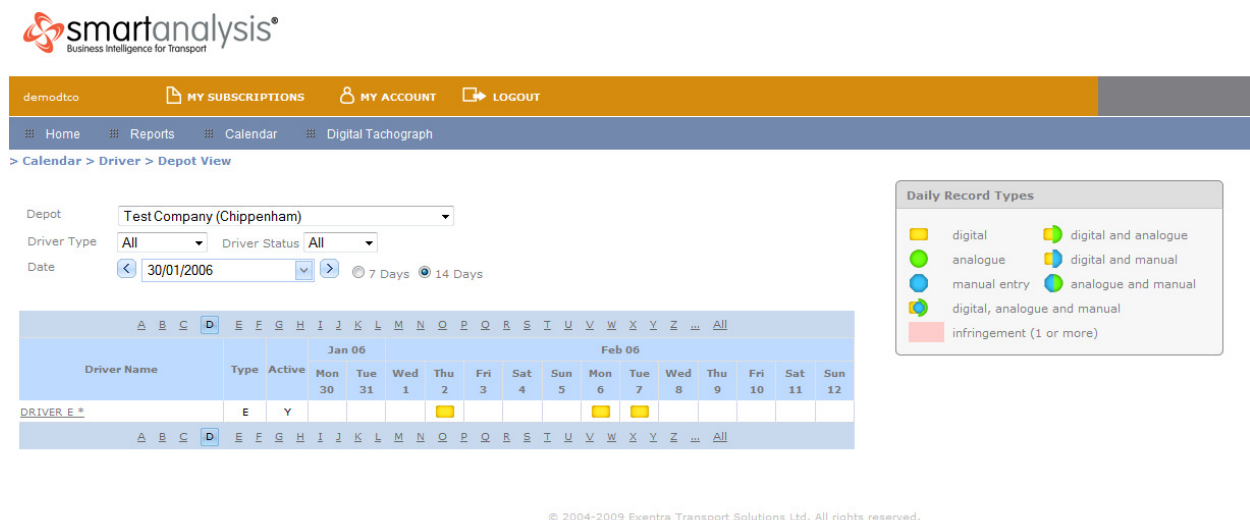
It shows all of the smartanalysis® functions that are available for you to use. In this example there is a main menu item 'Calendar' and two sub items. Depending on your user type, you may see more or less options on this menu. Clicking on items in this menu will take you to the different areas of the smartanalysis® service. This manual will guide you through these areas using a simple 'How to...' approach, so we won't go into detail about all of the options here.

## How to...quickly view data for all drivers at a depot

On the smart menu click Calendar, Driver, Depot View



This will take you to the following screen -



demodco MY SUBSCRIPTIONS MY ACCOUNT LOGOUT

Home Reports Calendar Digital Tachograph

> Calendar > Driver > Depot View

Depot: Test Company (Chippenham)

Driver Type: All Driver Status: All

Date: 30/01/2006 7 Days 14 Days

Driver Name	Type	Active	Jan 06							Feb 06						
			Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12
DRIVER E *	E	Y														

Daily Record Types

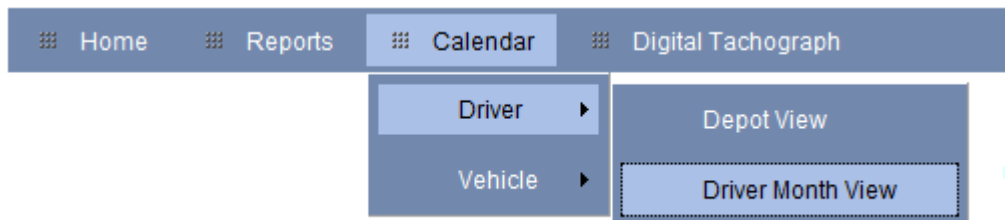
- digital
- analogue
- manual entry
- digital, analogue and manual
- digital and analogue
- digital and manual
- analogue and manual
- infringement (1 or more)

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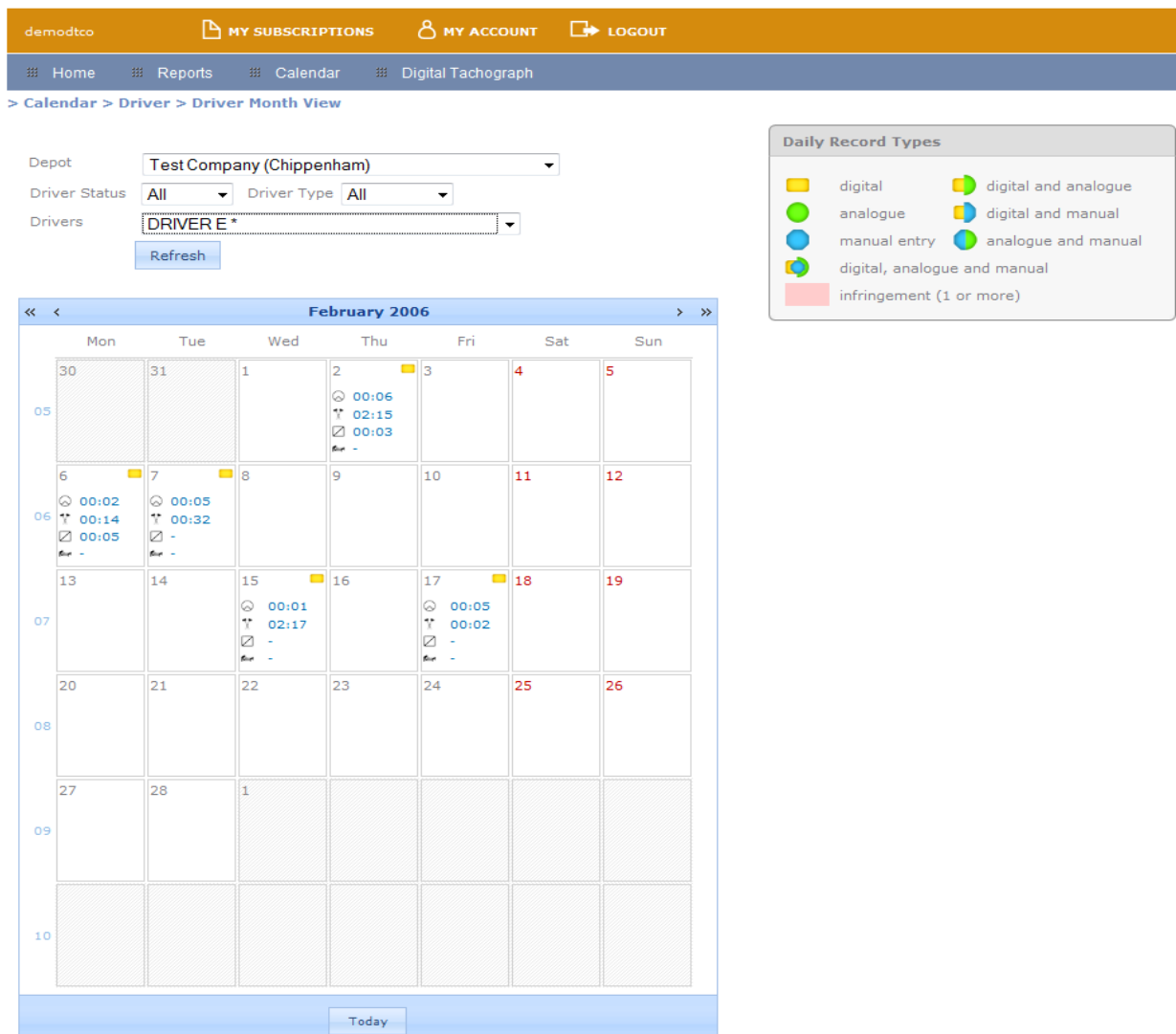
Here you can pick which Depot you want to see and then click on the letters A-Z to choose the drivers' surname that you are looking for, or click ALL to see all drivers at that depot. You can choose to see 7 or 14 days worth of data, and you can move backwards and forwards a week using the left and right arrows either side of the calendar control.

## How to...quickly view one months' data for a driver

On the smart menu click Calendar, Driver, Driver Month View



This will take you to the following screen -



The screenshot displays the 'Driver Month View' interface for February 2006. The top navigation bar includes links for Home, Reports, Calendar, and Digital Tachograph. Below the navigation bar, the breadcrumb path is shown: > Calendar > Driver > Driver Month View.

On the left, there are filters for the data view:

- Depot: Test Company (Chippenham)
- Driver Status: All
- Driver Type: All
- Drivers: DRIVER E \*
- Refresh button

On the right, a 'Daily Record Types' legend is provided:

- digital (yellow square)
- analogue (green circle)
- manual entry (blue circle)
- digital, analogue and manual (yellow, green, and blue circle)
- infringement (1 or more) (pink square)
- digital and analogue (yellow and green circle)
- digital and manual (yellow and blue circle)
- analogue and manual (green and blue circle)

The main area is a calendar grid for February 2006. The grid shows days of the month with various record types and times displayed. For example, on Thursday, February 2nd, the records are: 00:06 (analogue), 02:15 (manual entry), and 00:03 (digital). The 'Today' button is located at the bottom of the calendar grid.

As you can see this shows the data in an easy to read month-by-month view. Use the driver drop-down to choose any of the drivers at the depot to display. Each day data is shown as an overview of the total driving, work, rest and availability during that day. A day that is highlighted in pink means that there was an infringement on that day. If you click on the day and expand the '+' symbol, you will be able to see the details of the infringement:



infringement (1 or more)

**BOTTEN KEVIN CHARLES \* - 01/09/2007**

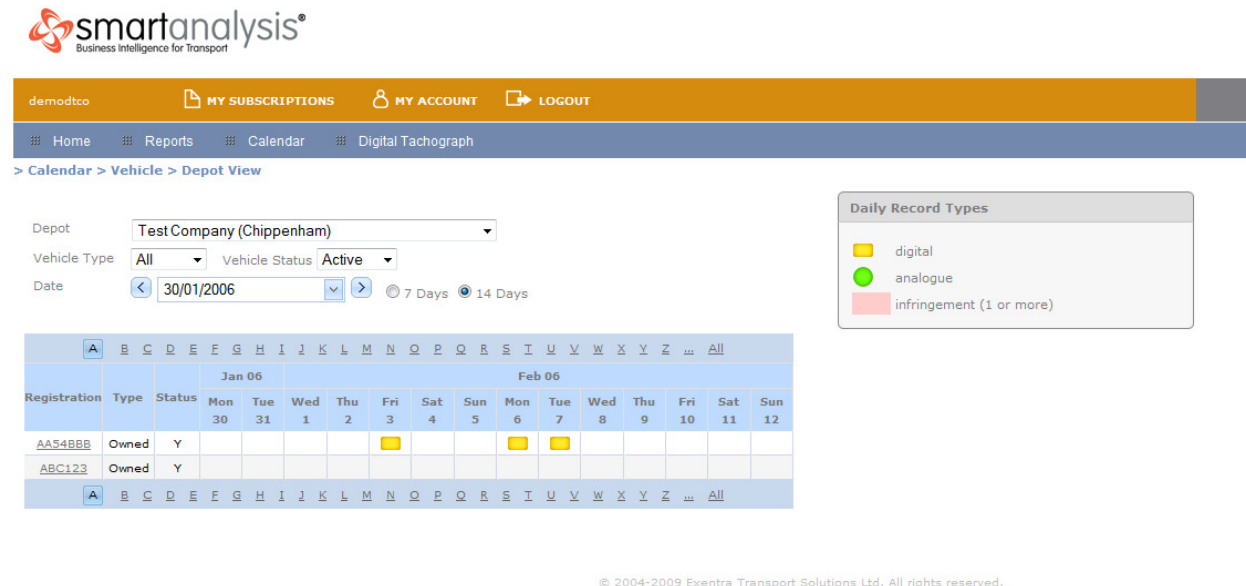
Chart Records			
	Registration	Start	Finish
	DTCOOther	01:00	01:28
Type		Message	
Infringement		Over 4.5 hrs driving with insufficient breaks. (20070411)	

No Manual Entries



## How to...quickly view data for all vehicles at a depot

On the smart menu click Calendar, Vehicle, Depot View and you will see a screen like below -



The screenshot shows the smartanalysis interface for the 'Depot View'. At the top, there is a navigation bar with 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. Below this, a breadcrumb trail reads '> Calendar > Vehicle > Depot View'. The main area contains filters for 'Depot' (Test Company (Chippenham)), 'Vehicle Type' (All), 'Vehicle Status' (Active), and 'Date' (30/01/2006). A 'Daily Record Types' legend on the right indicates digital (yellow), analogue (green), and infringement (1 or more) (pink). The central table displays vehicle data for January and February 2006, with columns for Registration, Type, Status, and days of the month. Vehicles AA54BBB and ABC123 are listed, both owned and active, with digital records on specific dates.

Registration	Type	Status	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12
AA54BBB	Owned	Y					digital			digital	digital					
ABC123	Owned	Y														

This is exactly the same as the driver calendar view but for vehicles at the depot. Click on a particular letter to see vehicles with registration numbers starting with that letter, or click ALL to show all vehicles at that depot.

## How to...quickly view one months' data for a vehicle

On the smart menu click Calendar, Vehicle, Vehicle Month View. You will then see a screen like this -

demotco
 [MY SUBSCRIPTIONS](#)
[MY ACCOUNT](#)
[LOGOUT](#)

[Home](#)
[Reports](#)
[Calendar](#)
[Digital Tachograph](#)


> [Calendar](#) > [Vehicle](#) > [Vehicle Month View](#)


Depot


Vehicle Status
 
 Vehicle Type

Vehicles






















Daily Record Types

 digital

 analogue

 infringement (1 or more)


<< <
 February 2006
 > >>




	Mon	Tue	Wed	Thu	Fri	Sat	Sun
05	30	31	1	2	3 <div>  </div>	4	5
					 00:50  01:09		
06	6 <div>  </div>	7 <div>  </div>	8	9	10	11	12
	 00:22  14:29	 00:20  09:27					
07	13	14	15	16	17 <div>  </div>	18	19
					 02:46  01:55		
08	20	21 <div>  </div>	22	23 <div>  </div>	24	25	26
		 00:03  01:47		 -  00:45			
09	27	28 <div>  </div>	1				
		 00:08  01:40					
10							





In the same way as the driver month view, this shows data in a monthly format for any particular vehicle. As before, any infringements will be highlighted in pink on that day.

## How to...view and print reports in smartanalysis®

In smartanalysis® the process to view a report is the same for every report the only difference is that each report has its own parameters. To view reports choose 'View Reports' from the 'Report' menu. The following screen is then displayed -

demodtco     MY SUBSCRIPTIONS     MY ACCOUNT     LOGOUT


 Home     Reports     Calendar     Digital Tachograph




> Reports > View Reports





Report    <Select a report> ▼

Cancel    View Report

Next, select the report that you want to view; in the example below we have selected 'Driver List'. When you select a report the system automatically displays the parameters that are required for the report you have selected.

demodtco     MY SUBSCRIPTIONS     MY ACCOUNT     LOGOUT

 Home     Reports     Calendar     Digital Tachograph

> Reports > View Reports

Report    Driver List ▼

Depot ID    <All Depots> ▼

Driver Type    All ▼

Driver Status    Active ▼

Sort On    Driver Name ▼

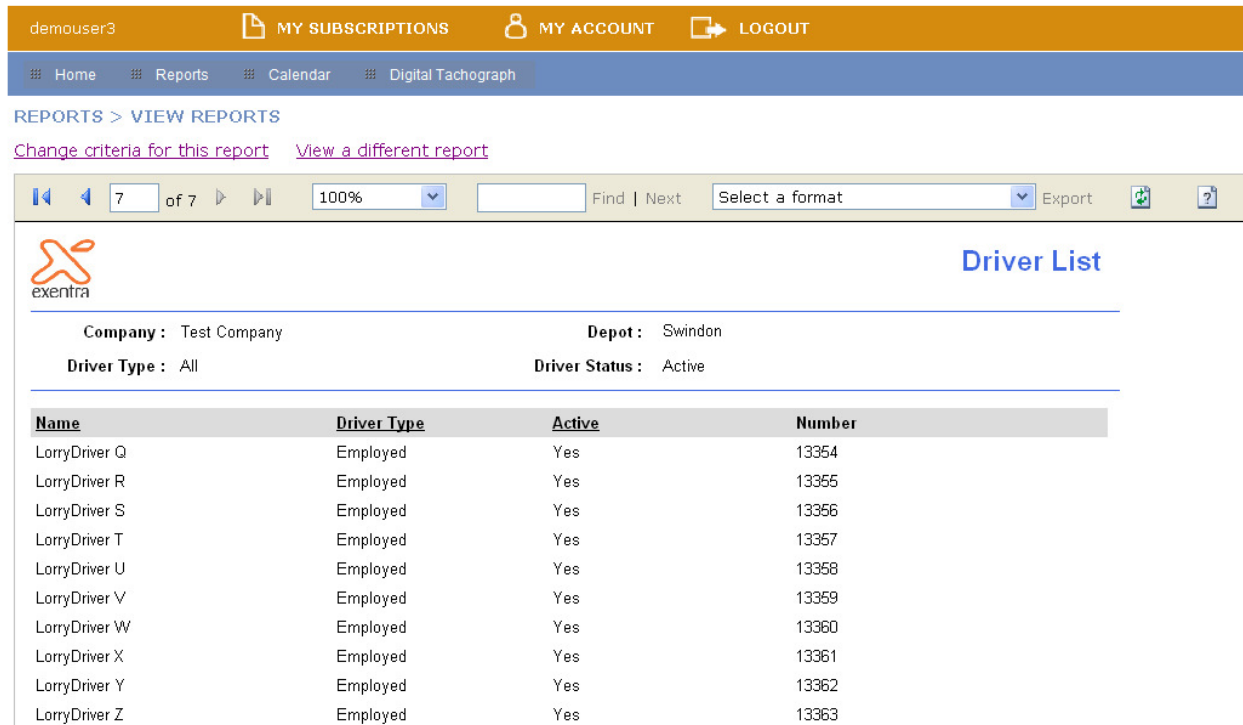
Sort Order    Ascending ▼

Cancel    View Report

Next you have to set the report parameters. When you have set the parameters click the 'View Report' button to see the results.

Smartanalysis® uses something called the ‘Report Viewer’ to display reports. Using the Viewer you can browse your report page-by-page - forwards and backwards, skip to the last page of the report, go back to the first page, zoom in, save the report to various file formats, and print it to paper.

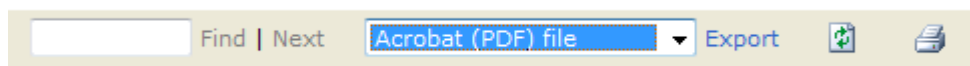
The Viewer looks like this when it is displaying the ‘Driver List’ report -



Name	Driver Type	Active	Number
LorryDriver Q	Employed	Yes	13354
LorryDriver R	Employed	Yes	13355
LorryDriver S	Employed	Yes	13356
LorryDriver T	Employed	Yes	13357
LorryDriver U	Employed	Yes	13358
LorryDriver V	Employed	Yes	13359
LorryDriver W	Employed	Yes	13360
LorryDriver X	Employed	Yes	13361
LorryDriver Y	Employed	Yes	13362
LorryDriver Z	Employed	Yes	13363

The icons at the top of the report viewer have various different functions. If you hover your mouse pointer over the buttons on the screen, a ‘tool tip’ will appear telling you what the button does.

To print a report you must first export the report using the ‘Export’ function.



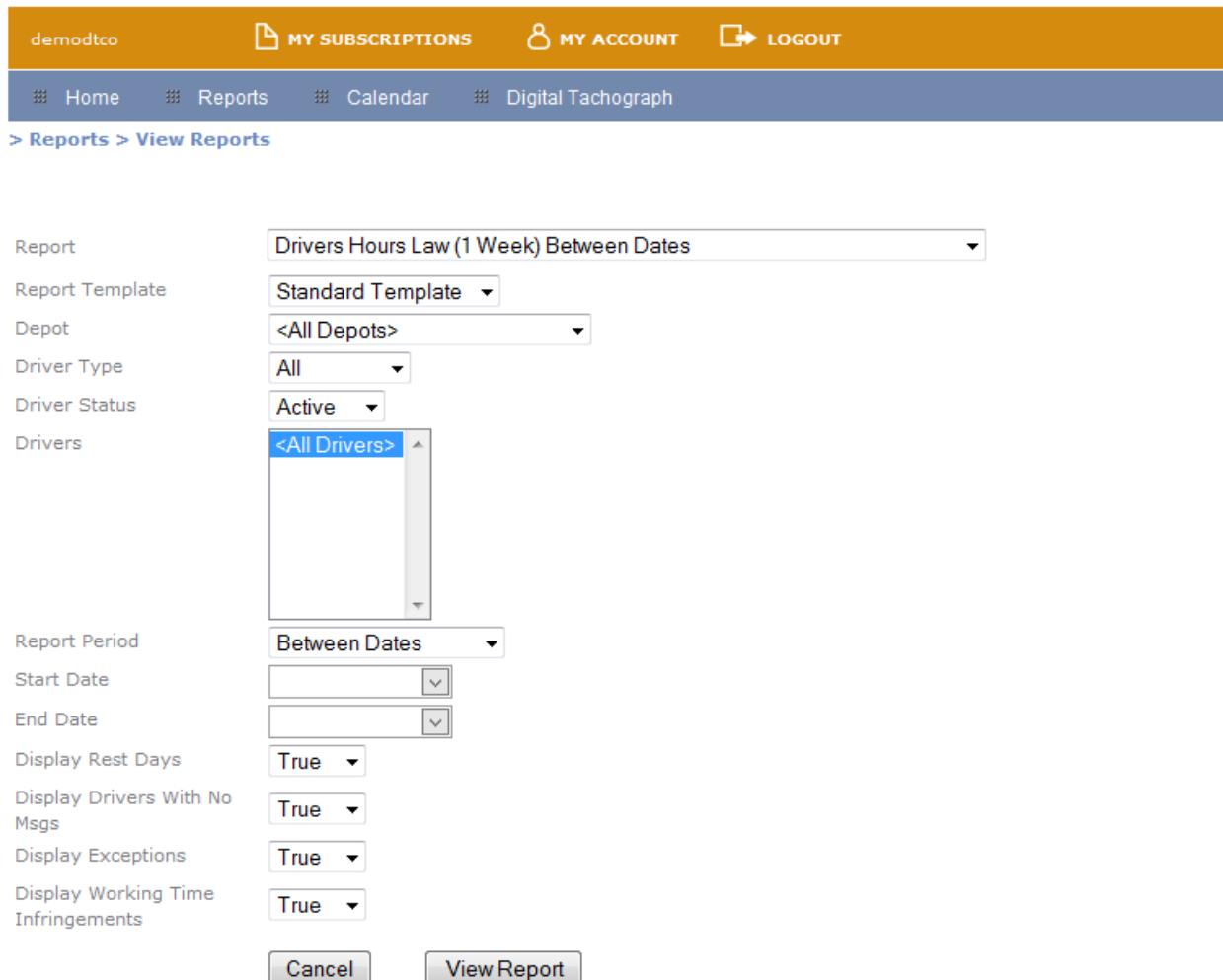
If you use the Acrobat (PDF) format to print, it will give a nicely formatted printed document. Select an export format and click the ‘Export’ link, and then click ‘Open’ in the next dialogue box and the report will then open up in Acrobat reader.

If you want to view the same report with different parameters you can click the ‘Change criteria for this report’ link.

If you want to view a different report you can click the ‘View a different report’ link.

## How to...print the Drivers Hours Law report

Choose 'View Reports' from the 'Report' menu and select 'Driver Hours Law (1 Week) Between Dates'. The following screen is then displayed -



Choose the depot(s), driver(s), date range, and particular messages to report on and click on the 'View Report' button.

- Depot:** Allows you to pick which depot to run the report for
- Driver Type:** Choose from Agency, Casual, Employed or All Drivers
- Driver Status:** Choose from Active or Inactive drivers
- Drivers:** Choose to run the report for all drivers or specific ones
- Report Period:** 'Between dates' will allow you to pick a start date and end date  
 'For a period of time' will allow you to run the report for the previous week, fortnight, 4 weeks, month or quarter
- Rest Days:** Choose whether to show rest days on the report
- No Msgs:** Choose whether to include drivers who do not have any infringements
- Exceptions:** Choose whether to show exceptions on the report
- Working Time:** Choose whether to show working time infringements on the report


demotco
 [MY SUBSCRIPTIONS](#)
[MY ACCOUNT](#)
[LOGOUT](#)

[Home](#)
[Reports](#)
[Calendar](#)
[Digital Tachograph](#)

> Reports > [View Reports](#) > Report

[Change criteria for this report](#)
[View a different report](#)

1 of 2
 Select a format
 Export



**Drivers Hours Law**  
**Goods Vehicle EC Rules**

Company : Test Company
 Depot : Chippenham

Period : Between Dates
 Analysis from : 10/11/2005 to 17/11/2005

Display : Rest Days - True, Drivers with No Messages - True, Exceptions - True, WTD Infringements - True, Driver Type - All, Driver Status - Active

Driver : DRIVER E \*
 Week Start : 07/11/2005
 Week End : 13/11/2005

Date	Reg	Odo Finish	Odo Start	Odo Diff	Start Of Duty	Drive Start	End Of Duty	Daily Rest	Daily Drive Time	Other Work	Total Break	Total Shift Time	Total Fort Drive
Mon 07/11	Rest Assumed												
Tue 08/11	Rest Assumed												
Wed 09/11	Rest Assumed												
Thu 10/11	Rest Assumed												
Fri 11/11	NU55JEJ	226	176	50	14:13	14:13	17:44	19:09	01:06	02:13	00:12	03:31	01:06
Sat 12/11	NU55JEJ	707	234	473	12:53	12:55	20:20	16:33	06:59	00:21	00:07	07:27	08:05
Sun 13/11	NU55JEJ	829	707	122	13:48	13:48	00:00	02:40	01:46	05:46	05:46	10:45	10:45
WEEKLY TOTALS				645				35:42	10:45	04:20	06:05	10:58	

**Infringements**  
 Sat 12/11 Accumulated driving limit of 4:30 hrs exceeded at 17:40, between 12:55 and 20:08, 6:59 driving with 0 mins break taken.

**Faults**  
 No messages found

Above is an example of what the Drivers Hours Law report should look like.

To print the report, you can either click the Print button situated at the top of the report or you can export it into PDF format and then print it from within Adobe Acrobat.

In order to do this use the toolbar at the top of the report

Find | Next
 Select a format
 Export

Choose Acrobat (PDF) file and then click on Export.

Find | Next
 Acrobat (PDF) file
 Export

## How to...quickly find out if your drivers are breaking the law

Choose 'View Reports' from the 'Report' menu and select 'Driver Summary'. The following screen is displayed -

demodtco
 MY SUBSCRIPTIONS
 MY ACCOUNT
 LOGOUT

Home
 Reports
 Calendar
 Digital Tachograph

> Reports > View Reports

Report  
 Depot ID  
 Driver Type  
 Drivers List  
  
 Report Period  
 Start Date  
 End Date  
 Message Type  
 Columns To Display  
  
 Display Zero Columns  
 Display Drivers With Zeroes  
 Sort Column  
 Sort Order  
 Group By


Driver Summary
 <All Depots>
 All
 <All Drivers>
 Between Dates
 Infringement
 Daily rest interrupted by ferry. Insufficient rest  
 Failure to compensate reduction(s) in daily rest  
 Insufficient break before duty after 4.5 hrs driving  
 Insufficient break before duty after 4hrs driving (PSV)  
 Less than 45 hrs weekly rest in a 2 week period.(20070411)  
 Less than 8 hrs daily rest in 30 hrs (2 MAN)  
 Less than 9 hours daily rest in 24 hours  
 False
 False
 Driver Name
 Ascending
 Depot
 Cancel
 View Report

Choose the depot(s), driver(s), date range and message type. In the 'Columns To Display' box choose the particular messages to report on, to select more than one hold down Ctrl while clicking on the next item. Finally click on the 'View Report' button. The following screen is then displayed -

[REPORTS > VIEW REPORTS](#)
[Change criteria for this report](#)   [View a different report](#)

100%	Find   Next	Select a format	Export
------	-------------	-----------------	--------



**Infringement Summary - By Driver**

<b>Company :</b> Test Company	<b>Depot :</b> Birmingham	<b>Display :</b> Zero Columns - False, Drivers with No Messages - False
<b>Period :</b> Between Dates	<b>Analysis from :</b> 01-10-2002	<b>to</b> 30-10-2002

Driver Name	Number of Charts	Insufficient break before duty after 4.5 hrs driving	Over 4.5 hrs driving with insufficient breaks	Over 6 days, insufficient weekly rest	Total	Average Offences per Chart
<a href="#">Driver I</a>	10		1		1	0.10
<a href="#">Driver O</a>	14		2		2	0.14
<a href="#">Driver S</a>	13		12		12	0.92
<a href="#">Driver W</a>	14			1	1	0.07
<a href="#">LorryDriver B</a>	14		4		4	0.29
<a href="#">LorryDriver D</a>	13		1		1	0.08

The report can be sorted in a different order by clicking on any of the column headers. To view the details of the offences found for a particular driver simply click on the drivers' name and you will see a detailed list.


**Detailed Infringement Messages for Driver**

<b>Company :</b> Test Company	<b>Depot :</b> Birmingham
<b>Period :</b> Between Dates	<b>Analysis from :</b> 01-10-2002 <b>to</b> 30-10-2002

  
**Driver Name :** Driver S
 

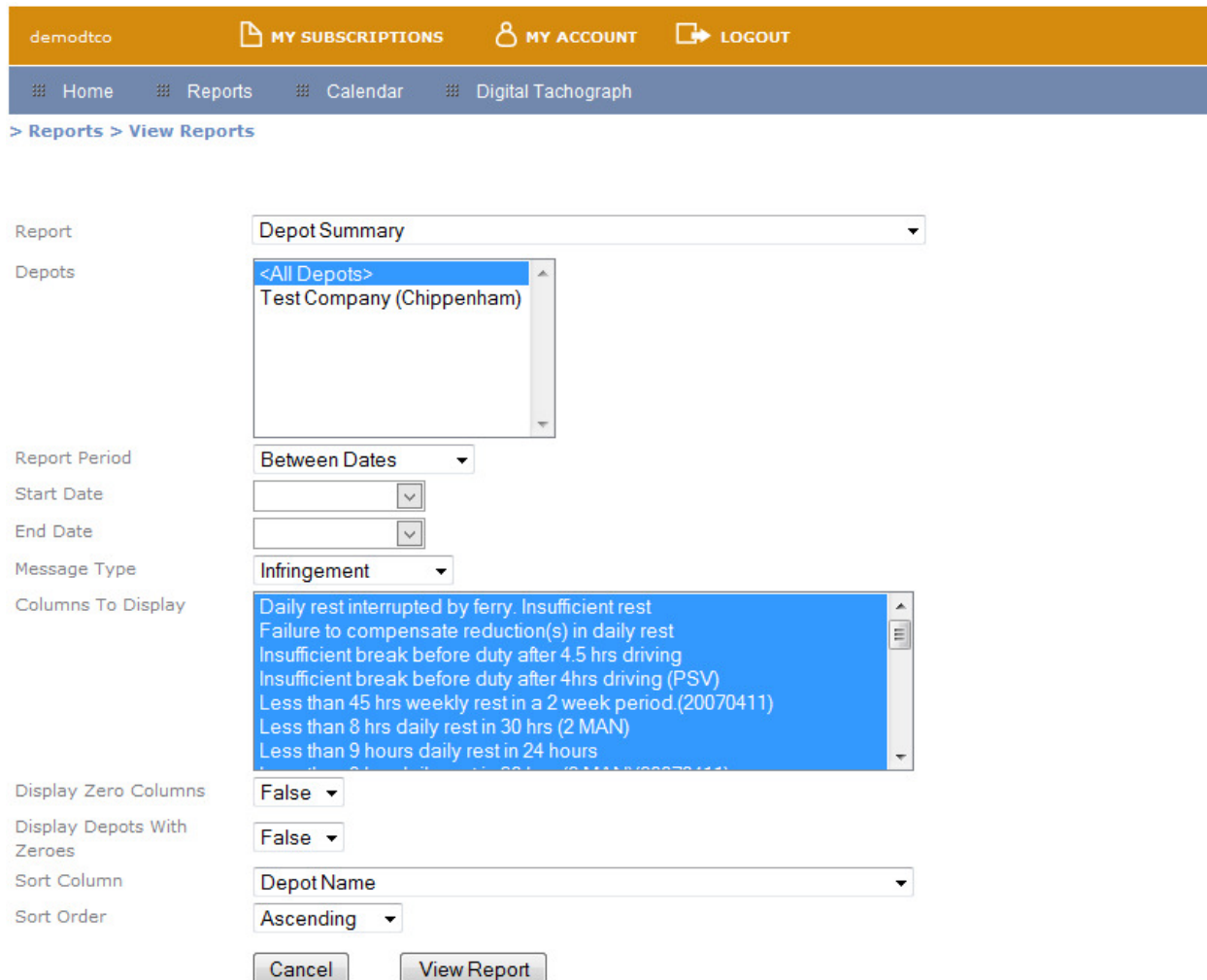
	Driving Date	Message Description
<a href="#">Chart Details</a>	14-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 08:26, between 03:18 and 09:36, 5:18 driving with 16 mins break taken.
<a href="#">Chart Details</a>	15-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 10:08, between 03:18 and 13:58, 7:49 driving with 17 mins break taken.
<a href="#">Chart Details</a>	16-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:14, between 03:16 and 14:22, 7:49 driving with 15 mins break taken.
<a href="#">Chart Details</a>	17-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:51, between 03:31 and 14:09, 7:24 driving with 16 mins break taken.
<a href="#">Chart Details</a>	18-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:55, between 03:21 and 13:52, 7:22 driving with 17 mins break taken.
<a href="#">Chart Details</a>	21-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 08:19, between 03:15 and 09:01, 5:01 driving with 0 mins break taken.
<a href="#">Chart Details</a>	22-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:28, between 03:25 and 13:55, 8:10 driving with 36 mins break taken.
<a href="#">Chart Details</a>	23-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:27, between 03:17 and 13:33, 7:29 driving with 15 mins break taken.
<a href="#">Chart Details</a>	24-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:55, between 03:23 and 13:49, 7:35 driving with 19 mins break taken.
<a href="#">Chart Details</a>	26-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:32, between 03:13 and 10:37, 5:17 driving with 34 mins break taken.
<a href="#">Chart Details</a>	29-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:41, between 03:13 and 13:29, 7:17 driving with 16 mins break taken.
<a href="#">Chart Details</a>	30-10-2002	Accumulated driving limit of 4:30 hrs exceeded at 09:18, between 03:11 and 13:08, 7:14 driving with 36 mins break taken.

If you click on the 'Chart Details' link against a particular item you will see all the details that have been captured for a chart during the analysis process.



## How to...compare the performance of your depots

Choose 'View Reports' from the 'Report' menu and select 'Depot Summary'. The following screen is then displayed -



demodtco MY SUBSCRIPTIONS MY ACCOUNT LOGOUT

Home Reports Calendar Digital Tachograph

> Reports > View Reports

Report: Depot Summary

Depots: <All Depots>, Test Company (Chippenham)

Report Period: Between Dates

Start Date: [Calendar]

End Date: [Calendar]

Message Type: Infringement

Columns To Display: Daily rest interrupted by ferry. Insufficient rest, Failure to compensate reduction(s) in daily rest, Insufficient break before duty after 4.5 hrs driving, Insufficient break before duty after 4hrs driving (PSV), Less than 45 hrs weekly rest in a 2 week period.(20070411), Less than 8 hrs daily rest in 30 hrs (2 MAN), Less than 9 hours daily rest in 24 hours

Display Zero Columns: False

Display Depots With Zeroes: False

Sort Column: DepotName

Sort Order: Ascending

Cancel View Report


Choose the depot(s), date range, message type and particular messages to report on and click on the 'View Report' button.

The following screen is then displayed -

[REPORTS > VIEW REPORTS](#)
[Change criteria for this report](#)   [View a different report](#)

1 of 1	100%	Find   Next	Select a format	Export	?
--------	------	-------------	-----------------	--------	---


**Infringement Summary - By Depot**

---

**Company:** Test Company      **Display:** Zero Columns - False, Depots with No Messages - False  
**Period:** Between Dates      **Analysis from:** 01-10-2002      **to:** 31-12-2002

---

Depot Name	Number of Charts	Daily rest interrupted by ferry, insufficient rest	Insufficient break before duty after 4.5 hrs driving	Over 4.5 hrs driving with insufficient breaks	Over 6 days, insufficient weekly rest	Total	Average Offences per Chart
Basingstoke	490		4	65	6	75	0.15
Birmingham	1086		1	89	6	96	0.09
Dudley	186	1		4		5	0.03
Stockport	336		1	15		16	0.05
Swindon	225			20		20	0.09
<b>Totals</b>	2323	1	6	193	12	212	0.09
<b>Percentages(%)</b>		0.47	2.83	91.04	5.66		

The report can be sorted into a different order by clicking on any of the column headers. To view the details of the drivers who have committed the offences for a particular depot simply click on the depot name and you will see the 'Driver Summary' report.

The 'Depot Summary' report covers legislation compliance across depots but there are other reports that examine the utilisation and productivity of drivers and vehicles across depots. All of these reports allow managers to identify problem depots quickly and easily.

## How to...run the Driver Summary report

Choose 'View Reports' from the 'Report' menu and select 'Driver Summary'. The following screen is then displayed -

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> Reports > View Reports

Report  
 Depot ID  
 Driver Type  
 Drivers List  
  
 Report Period  
 Start Date  
 End Date  
 Message Type  
 Columns To Display  
  
 Display Zero Columns  
 Display Drivers With Zeroes  
 Sort Column  
 Sort Order  
 Group By

Driver Summary  
 <All Depots>  
 All  
 <All Drivers>  
  
 Between Dates  
  
  
 Infringement  
 Daily rest interrupted by ferry. Insufficient rest  
 Failure to compensate reduction(s) in daily rest  
 Insufficient break before duty after 4.5 hrs driving  
 Insufficient break before duty after 4hrs driving (PSV)  
 Less than 45 hrs weekly rest in a 2 week period.(20070411)  
 Less than 8 hrs daily rest in 30 hrs (2 MAN)  
 Less than 9 hours daily rest in 24 hours  
 False  
 False  
 Driver Name  
 Ascending  
 Depot  
 Cancel View Report

Choose the depot(s), driver(s), date range and message type. In the 'Columns To Display' box choose the particular messages to report on, to select more than one hold down Ctrl while clicking on the next item. Finally click on the 'View Report' button.

The following screen is then displayed -


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> Reports > [View Reports](#) > Report


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 Select a format
 Export


**Infringement Summary - By Driver**

Company : Test Company
 Depot : Chippenham
 Period : Between Dates
 Analysis from : 01/01/2005 to 04/08/2007
 Display : Zero Columns - False, Drivers with No Messages - False, Group By - Depot
 Driver Type : Employed

	Days Worked	Less than 9 hours daily rest in 24 hours	Over 10 hrs driving in 1 daily driving period	Over 4.5 hrs driving with insufficient breaks	Total	Average Offences per Day
<b>Driver Name</b>						
DRIVER EDDY	9			2	2	0.22
FISHER STEVE	92	3	2	10	15	0.16
SMITH FRANK	12			1	1	0.08
<b>Totals</b>	113	3	2	13	18	0.16
<b>Percentages(%)</b>		16.67	11.11	72.22		

04 August 2009 13:24
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Click on the driver's name to show the details of any infringements reported.

Driver Name : DRIVER E \*

	Driving Date	Message Description
<a href="#">Chart Details</a>	12/11/2005	Accumulated driving limit of 4:30 hrs exceeded at 17:40, between 12:55 and 20:08, 6:59 driving with 0 mins break taken.
<a href="#">Chart Details</a>	14/11/2005	Accumulated driving limit of 4:30 hrs exceeded at 02:57, between 22:06 and 04:27, 6:01 driving with 0 mins break taken.

11 May 2009 10:22

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Then click on 'Chart Details' to show the data for that day.



## Tachograph Record Details


<b>Company :</b>	Test Company	<b>Depot :</b>	Chippenham	
<b>Driver :</b>	DRIVER E *	<b>Vehicle :</b>	NU55JEJ	<b>Driving Date :</b> 12/11/2005
<b>Top Speed :</b>	0	<b>Max Speed :</b>	0	
<b>Start Location :</b>	Base	<b>Finish Location :</b>	Base	
<b>Odo Finish :</b>	707	<b>Odo Start :</b>	234	<b>Odo Diff :</b> 473
<b>Record No. :</b>	0	<b>Stylus Distance :</b>	473	<b>Fuel :</b> 0
<b>Ferry Crossing :</b>	No	<b>Double Manned :</b>	No	
<b>Date Added :</b>	06/06/2006	<b>User ID :</b>	DTCO	
<b>Comments :</b>				
<b>Journey Type :</b>	Goods Vehicle EC			<b>Total Spread :</b> 07:27
<b>Total Driving :</b>	06:59	<b>Total Duty :</b>	00:21	<b>Total Rest :</b> 00:07

### Faults / Advisories

Activity	Start Time	Finish Time	Duration
	12:53	12:55	00:02
	12:55	13:14	00:19
	13:14	13:21	00:07
	13:21	13:59	00:38
	13:59	14:06	00:07
	14:06	20:08	06:02
	20:08	20:20	00:12

## How to...find out when driver cards were last downloaded

Choose 'View Reports' from the 'Report' menu and select 'DTCO Driver Card Submission'. The following screen is then displayed -

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Reports



Calendar



Digital Tachograph

&gt; Reports &gt; View Reports

Report

DTCO Driver Card Submission

Depot ID

&lt;All Depots&gt;

Driver Type

All

Active Status

Active

Days Since Last

Download To Ignore

0

Sort On

Driver Name

Sort Order

Ascending

Group By

Depots

Cancel

View Report

Choose the depot(s), driver type, active status and sort order. Enter a value into 'Days since last download to ignore'; for example enter 7 and drivers who did a download in the last week will not appear on the report.

Click on the 'View Report' button. The following screen is then displayed -


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> Reports > [View Reports](#) > Report

[Change criteria for this report](#)
[View a different report](#)

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 Select a format
 Export



**DTCO Driver Card Submission**

---

**Company:** Test Company
 **Depot:** Chippenham

**Display:** Driver Type - 'All', Driver Status - 'Active', Sort By - 'Driver Name' in ascending order, Group by - Depots.  
 This report shows All Digital Tachograph Drivers who have downloaded their Driver Card.
 [SMITH FRANK](#)

Name	Driver Type	Active	Download Depot	Days Since Last Activity (Date)	Days Since Last Download (Date)
DRIVER EDDY	Employed	Yes	Chippenham	791 (05/06/2007)	721 (14/08/2007)
FISHER STEVE	Employed	Yes	Chippenham	826 (01/05/2007)	721 (14/08/2007)
WELSH DRIVER C	Agency	Yes	Chippenham	1154 (07/06/2006)	104 (22/04/2009)

04 August 2009 13:35
 Page 1 of 1
 

The report should look something like the one above. As you can see it gives you relevant information about the drivers such as the depot where they downloaded their card, how many days since they last drove and how many days since they last downloaded their card.

## How to...find out when vehicles were last downloaded



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> Reports > View Reports

Report

DTCO VU Download Submission

Depot ID

<All Depots>

Vehicle Status

All

Days Since Last Download To Ignore

0

Include Vehicles that have never been downloaded

False

Sort On

Days Since Last Download

Sort Order

Ascending

Group By

Depots

Cancel

View Report

Choose the depot(s), vehicle status, whether to include vehicles that have never been downloaded, what to sort the report on and sort order. Enter a value into 'Days since last download to ignore'; for example enter 7 and vehicles that were downloaded in the last week will not appear on the report.

Click on the 'View Report' button. The following screen is then displayed -



> Reports > [View Reports](#) > Report

[Change criteria for this report](#) [View a different report](#)

1 of 1 100% Find | Next Select a format Export



## DTCO VU Download Submission

Company : Test Company

Depot : Chippenham

**Display :** Vehicle Status - 'ALL', Sort By - 'Days Since Last Download' in ascending order, Group by - Depots, Do not include vehicles that have never been downloaded.  
 This report shows All Digital Tachograph Vehicles that have been downloaded on or after 3rd August 2007.

Registration	Vehicle Type	Active	Download Depot	Date Of Last Download	Days Since Last Download
EX59 EXA	Owned	Yes	Chippenham	14/04/2009	34
EX15 EXX	Owned	Yes	Chippenham	04/06/2008	348
EX15 EAX	Owned	Yes	Chippenham	20/05/2008	363
EX89 EXT	Owned	Yes	Chippenham	20/05/2008	363
EX88 EXT	Owned	Yes	Chippenham	28/04/2008	385
EX99 EXT	Owned	Yes	Chippenham	12/03/2008	432
EX88 EXA	Owned	Yes	Chippenham	29/02/2008	444
EX77 EXA	Owned	Yes	Chippenham	01/10/2007	595
EX66 EXA	Owned	Yes	Chippenham	14/08/2007	643

18 May 2009 16:30


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The report should look like the one above and as you can see it gives details of all your vehicles, whether they are owned or hired, whether they are active, what depot they are downloaded at, the date that the VU was last downloaded and how many days ago that was.

## How to...report on unaccounted distance for vehicles

Choose 'View Reports' from the 'Report' menu and select 'DTCO Vehicle unaccounted distance'. The following screen is then displayed -

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[> Reports > View Reports](#)

Report	DTCO Vehicle Unaccounted Distance
DepotID	<All Depots>
Vehicles List	<All Vehicles>
Report Period	Between Dates
Start Date	
End Date	
Unaccounted Distance To Ignore	0
Display No Info Days	True
With Unaccounted Distance Only	False
<span>Cancel</span> <span>View Report</span>	

Choose the depot(s), vehicle(s), and date range. Enter a value for whether to ignore a certain distance (such as 1 for 1km). Choose whether to display days when there was no information recorded and whether you want to see unaccounted distance only, then click on the 'View Report' button.

The following screen is the displayed.

1 of 25 100% Find | Next Select a format Export



## DTCO VU Unaccounted Distance Report

Company : Test Company

Period : Between Dates

Analysis from : 11/01/2007 to 11/01/2009

**Display :** No VU Info - False, Vehicles Only with Unaccounted Distance - False

*This report includes all unaccounted distance*

```
# Driver card data not on database
```

\* Odo reading at the start or end of day.

† Driver card not withdrawn at the end of the day

Vehicle : BX56WWZ

Date of Record	Driver Name	Downloaded Depot	Odo Start (km)	Odo Finish (km)	Distance	Unaccounted Distance
Thu 03/05	DRIVER FRANK #	Chippenham	13037	13385	348	
Fri 04/05	DRIVER FRANK #	Chippenham	13385	13565	180	
Sat 05/05	* Vehicle Not Used *					
Sun 06/05	SMITH JOHN #	Chippenham	13565	13644	79	
Mon 07/05	* Vehicle Not Used *					
Tue 08/05	DRIVER ANDY #	Chippenham	13644	13846	202	
Wed 09/05	SMITH JOHN #	Chippenham	13846	13900	54	
Thu 10/05	*Vehicle Driven Without Card *					112
Thu 10/05	SMITH JOHN #	Chippenham	14012	14158	146	
Fri 11/05	DRIVER FRANK #	Chippenham	14158	14408	250	
Sat 12/05	* Vehicle Not Used *					
Sun 13/05	* Vehicle Not Used *					


Above is an example of what the report should look like. Unaccounted distance will be highlighted in red to make it immediately visible. The report also shows you who drove the vehicle on other days during the period or if it was not used at all.

Some drivers on the report may appear with ‘#’ after their name. This indicates that they drove the vehicle on a particular day during that period but that their driver card data has not been received by Smartanalysis®.

Some drivers may appear with a cross (†) after their name. This indicates that they did not remove their driver card from the tachograph at the end of the day.

## How to...list all driver card details held in smartanalysis®

Choose 'View Reports' from the 'Report' menu and select 'DTCO Driver card details'. The following screen is then displayed -

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





&gt; Reports &gt; View Reports

Report	<input type="text" value="DTCO Driver Card Details"/>
Depot ID	<input type="text" value=" &lt;All Depots&gt;"/>
Driver Card added Start Date	<input type="text"/>
Driver Card added End Date	<input type="text"/>
Driver Type	<input type="text" value="All"/>
Active Status	<input type="text" value="All"/>
Only List Drivers Whose Card Will Expire Within The Following Number Of Days	<input type="text" value="0"/>
Sort On	<input type="text" value="Driver Name"/>
Sort Order	<input type="text" value="Ascending"/>
<input type="button" value="Cancel"/> <input type="button" value="View Report"/>	

Pick which depot you want to run the report for or choose All Depots. You can filter the report by entering a value in 'Only list drivers whose card will expire within the following number of days'. For example, enter 90 to see any drivers whose card will expire in the next 90 days, or leave it blank to show all drivers.

> Reports > [View Reports](#) > Report

[Change criteria for this report](#) [View a different report](#)


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 100%
  Find | Next
  Select a format
  Export
 



## DTCO Driver Card Details

**Company:** Test Company

**Depot:** Chippenham


**Display:** This report shows All Digital Tachograph Drivers who have downloaded their Driver Card.

<u>Name</u>	<u>Date Of Birth</u>	<u>Card Number</u>	<u>Issue Date</u>	<u>Expiry Date</u>	<u>Days Until Card Expires</u>
SMITH JOHN	15 August 1974	DB06347167232800	14 December 2006	13 December 2011	946
BROWN FRANK	22 December 1961	DB06296167151300	24 October 2006	30 November 2011	933
BISHOP SIMON JOHN	11 January 1965	DB06079167240500	21 March 2006	20 March 2011	678
GLADMAN GRAHAM	29 January 1967	DB06184162281100	04 July 2006	03 July 2011	783
DRIVER E	04 May 1955	DB05124142030400	05 May 2005	04 May 2010	358
FISHER STEPHEN MARK	12 January 1971	DB06003167263900	04 January 2006	03 January 2011	602

Above is an example of what the DTCO Driver Card Details report should look like. It shows the personal data held on the drivers' card such as date of birth, issue date, expiry date and the number of days remaining until the card expires. You can click on 'Days until card expires' to sort the report by this column which will allow you to identify which cards are going to expire next.

## How to...find individual tachograph chart details

Choose 'Tachograph Record Search' from the 'Report' menu. The following screen is displayed -

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&gt; Reports &gt; Tachograph Record Search

Depot	Test Company (Chippenham) ▼
Driver Status	All ▼
Start date (dd/mm/yyyy)	▼
End date (dd/mm/yyyy)	▼
Drivers	DRIVER E *
Vehicles	AA54BBB ABC123 BG55WAK BK03 WAT BK04 EUY BS-FS-30- BX56WWY
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

Notice that the 'Test Company (Chippenham)' depot has already been selected, and a list of drivers and vehicles for that depot is shown.

You can search for tachograph charts details by driver, vehicle, and/or date range. The 'Clear' button clears any items that you have selected in the lists.

The 'Submit' button starts the chart search for the criteria that you have entered.

On the screen shown, search criteria have already been entered. When the 'Submit' button is clicked, smartanalysis® will search for charts as follows:

- For the 'Test Company (Chippenham)' depot,
- for all dates
- for the driver 'Driver A'
- for any vehicles (none is selected)

When submit is clicked the search results will look like this -

Charts matching search criteria...

	<a href="#">Driver</a>	<a href="#">Vehicle</a>	<a href="#">Driving Date (yyyy/mm/dd)</a>	<a href="#">Duty Start</a>	<a href="#">Duty Finish</a>	<a href="#">Odo Start</a>	<a href="#">Odo Finish</a>	<a href="#">Start Place</a>	<a href="#">Finish Place</a>
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/01	03:57	19:00	351138	351658	Base	Away
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/04	05:00	18:30	351730	352089	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/07	05:15	16:30	352462	352869	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/19	05:40	18:30	354439	354544	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/06	05:45	17:45	352244	352462	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/12	05:45	18:40	353264	353501	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/15	05:50	17:10	353981	354156	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/11	06:00	18:30	353007	353264	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/14	06:10	16:30	353742	353981	Base	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC				353742	353742	Base	Base
1 <u>2</u>									

Shown here is a list of charts that match the search criteria entered. The items in the list can be sorted by clicking any of the column headers. To move to the next page of items click on a page number that is displayed at the bottom of the list.

This will show you a list of the charts found.

Notice at the bottom of the list there is a number '1' and '2' shown, with the 2 underlined. This indicates that there are two pages of results - if you click the '2' you will be shown the second page of charts found.

You can click the 'Chart Details' link shown on the left of each of the charts in the list, which will take you to the Chart Details page.

## How to...make reporting easy with Traffic Lights

Sometimes it can be hard to distinguish the important information that you need just by looking at the details of a report. Smartanalysis® helps you with this task by allowing you to set 'Traffic Light' indicators on the following reports which will then allow you to easily identify the most important parts of the data.

The reports that can be customised in this way are:

- DTCO Driver Card Submission
- DTCO Vehicle Download Submission
- Depot Summary
- Driver Summary
- Driver Summary for Batch

Below is an example of how the Driver Card Submission report looks with traffic lights configured. As you can see it makes it easy to spot those drivers that need to do a card download. The trigger point for each particular traffic light can be set to whatever value you choose.



### DTCO Driver Card Submission

**Company :** Test Logistics

**Depot :** Glasgow

**Driver Type :** All

**Driver Status :** Active

**Display :** *This report shows All Digital Tachograph Drivers who have downloaded their Driver Card.*


● Number of days since Last downloaded is greater than 28
 ● Number of days since Last downloaded is greater than 14
 ● All of the Other.

Name	Driver Type	Active	Number	Day of Last Download	Days Since Last Download
<span style="color: green;">●</span> DRIVER E *	Employed	Yes	144548	09 October 2008	1
<span style="color: green;">●</span> BROWN ANDREW	Employed	Yes	246619	09 October 2008	1
<span style="color: green;">●</span> HEATH PAUL	Employed	Yes	230341	26 September 2008	14
<span style="color: red;">●</span> FISHER STEPHEN MARK *	Employed	Yes	228384	09 June 2008	123
<span style="color: red;">●</span> SMITH TOMMY	Employed	Yes	116085	17 January 2008	267
<span style="color: red;">●</span> BRECON GRAHAM	Employed	Yes	118699	16 November 2006	694

In the above example, drivers who last downloaded more than 28 days ago are shown in red, drivers who downloaded more than 14 days ago would be shown in yellow and drivers who downloaded less than 14 days ago would be shown in green.



Below is an example of what the VU Download Submission report looks like with traffic lights added.




## DTCO VU Download Submission

---


**Company :** Test Logistics

**Depot :** Glasgow


**Display :** *Vehicle Status - 'ALL', Sort By - 'Days Since Last Download' in ascending order, Group by - Depots.  
 This report shows All Digital Tachograph Vehicles that have been downloaded on or after 3rd August 2007.*












Number of days since Last downloaded is greater than 56



Number of days since Last downloaded is greater than 42



All of the Other.

<u>Registration</u>	<u>Vehicle Status</u>	<u>Depot</u>	<u>Date Of Last Download</u>	<u>Days Since Last Download</u>
 EX77 EXL	Active	Glasgow	15 July 2008	87
 EX78 EXL	Active	Glasgow	16 April 2008	177
 FX77 EXL	Active	Glasgow	14 April 2008	179
 FM75 EXL	Active	Glasgow	14 April 2008	179
 DX77 EXL	Active	Glasgow	14 April 2008	179
 NX77 EXL	Active	Glasgow	07 January 2008	277
 NX77 EXP	Active	Glasgow	07 January 2008	277
 RX77 RXL	Active	Glasgow	07 January 2008	277
 NX77 EXR	Active	Glasgow	07 January 2008	277

As you can see the traffic lights have been configured to show depots that downloaded more than 56 days ago in red, those that downloaded between 42 and 56 days would be yellow and the rest would all be green.

If you would like traffic lights setup on your reports then please contact Exentra or your analysis bureau.

Below is an example of what the driver summary report looks like with traffic lights added.



### Infringement Summary - By Driver

Company : Test Logistics      Depot : London      Display : Zero Columns - False, Drivers with No Messages - False  
 Period : Between Dates      Analysis from : 01/02/2004      to 14/02/2004      Driver Type : All

● 'Average Offences per Chart' value is greater than or equal to 0.50      ● 'Average Offences per Chart' value is greater than or equal to 0.20      ● All of the Other.

Driver Name	Number of Charts	Centrefield Errors (1 Points)	Mode Selection Misuse (1 P oints)	Other Open Head Errors (1 P oints)	Clock Apparently Incorrect (1 Points)	Break Infringement (2 Points )	Total	Points Total	Average Offences per Chart
● BOSWORTH JOHN	10	6					6	6	0.60
● COTTINGHAM JOHN	10	1			1		2	2	0.20
● GROVES JOHN	9	1					1	1	0.11
● HOLT JOHN	9	5					5	5	0.56
● STEELE JOHN	10	5					5	5	0.50
● WELDON JOHN	10	1	1				2	2	0.20
● WHEATLEY JOHN	9	1					1	1	0.11
● WILSON JOHN	9	2				1	3	4	0.33
● WOOD JOHN	9		1				1	1	0.11
Totals	85	22	1	1	1	1	26	27	0.31
Percentages(%)		84.62	3.85	3.85	3.85	3.85			

As you can see the traffic lights have been configured to show red for drivers with average offences per chart greater than 0.5, yellow for drivers with offences per chart greater than 0.2 and green for all the other drivers.

Below is an example of what the Depot Summary report looks like with traffic lights added.



### Infringement Summary - By Depot

Company : Test Logistics      Display : Zero Columns - False, Depots with No Messages - False  
 Period : Between Dates      Analysis from : 01/02/2004      to 14/02/2004

● 'Average Offences per Chart' value is greater than 0.50      ● 'Average Offences per Chart' value is greater than 0.20      ● All of the Other.

Depot Name	Number of Charts	Centrefield Errors (1 Points)	Mode Selection Misuse (1 P oints)	Other Open Head Errors (1 P oints)	Clock Apparently Incorrect (1 Points)	Daily Rest Infringement (2 P oints)	Break Infringement (2 Points )	Speeding (1 Points)	Total	Points Total	Average Offences per Chart
● Glasgow	22	2							2	2	0.09
● London	85	22	1	1	1		1		26	27	0.31
● Manchester	90	37	9	2		3	2	14	67	72	0.74
Totals	197	61	10	3	1	3	3	14	95	101	0.48
Percentages(%)		84.21	10.53	3.16	1.05	3.16	3.16	14.74			

As you can see the traffic lights have been configured to show red for depots with average offences per chart greater than 0.5, yellow for depots with offences per chart greater than 0.2 and green for all the other depots. This makes it very easy to pick out those depots with the highest average number of offences at a glance.

## **How to...receive automated reports by e-mail**

Smartanalysis® has the capability to automatically send any report in the system by e-mail. This facility is known as report 'subscriptions'. A report subscription can be one of two types, event based or time based.


An event based subscription is one that automatically generates a report when a predefined event has occurred for analogue charts only. For example, when tachograph charts have been analysed and uploaded to smartanalysis® the fact that there is new information on the system is considered to be a key event. This is because customers usually want to see the analysis results as soon as they are available. In smartanalysis® you can elect to receive certain reports when this event occurs. In future more events will be defined in the system

A time based subscription is one that automatically generates a report on a particular date and time. For example, this could be daily, weekly, monthly or quarterly.

If you require any further information regarding report subscriptions please contact your analysis bureau.

## How to...view and retrieve driver card data

If you need to retrieve your digital driver data (for example to give to VOSA) you can do this easily with Smartanalysis®. From the 'Digital Tachograph' menu click on 'Search driver card files' and you should be presented with the following screen -



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Home
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 Digital Tachograph

> Digital Tachograph > Search Driver Card Files

Depot: Test Company (Chippenham)

Start date (dd/mm/yyyy): 04/07/2009

End date (dd/mm/yyyy): 04/08/2009

Driver: DRIVER E \*

Refresh List
 Clear

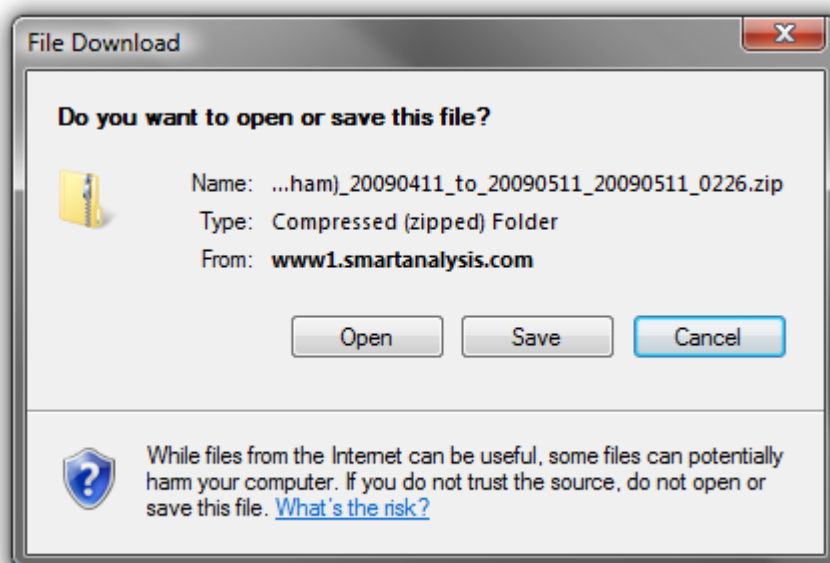
Matching files

Choose the depot(s), start date, end date, driver(s) and click on 'Refresh List'. You should get a table with a list of matching files.

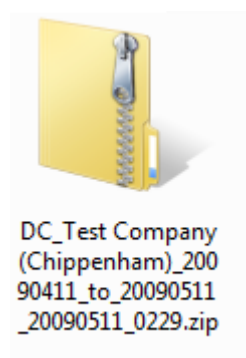
<input checked="" type="checkbox"/>	Filename	Created Date
<input checked="" type="checkbox"/>	C_20090505_1306_E_DRIVER_DB05124142030400.DDD	05/05/2009 13:09:35
<input checked="" type="checkbox"/>	C_20090505_1557_E_DRIVER_DB05124142030400.DDD	05/05/2009 16:00:45
<input checked="" type="checkbox"/>	C_20090505_1603_E_DRIVER_DB05124142030400.DDD	05/05/2009 16:06:22

Download

The 'Created date' shows when the files were received into the smartanalysis(R) system. You can tick the files that you want to retrieve and then click on 'Download' and you will see the following window.




Click on 'Save' and then choose a location on your PC to save the files to, such as your Desktop or Documents folder. The file will then be copied to your desired location and will appear as a 'ZIP' file.



## How to...view and retrieve VU data

If you need to retrieve your digital VU data (for example to give to VOSA) you can do this easily with Smartanalysis®. From the 'Digital Tachograph' menu click on 'Search vehicle unit files' and you should be presented with the following screen -



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Home
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> Digital Tachograph > Search Vehicle Unit Files

Depot: Test Company (Chippenham)

Start date (dd/mm/yyyy): 04/07/2009

End date (dd/mm/yyyy): 04/08/2009

Vehicle:
 

AA54BBB  
 ABC123

Refresh List
 Clear

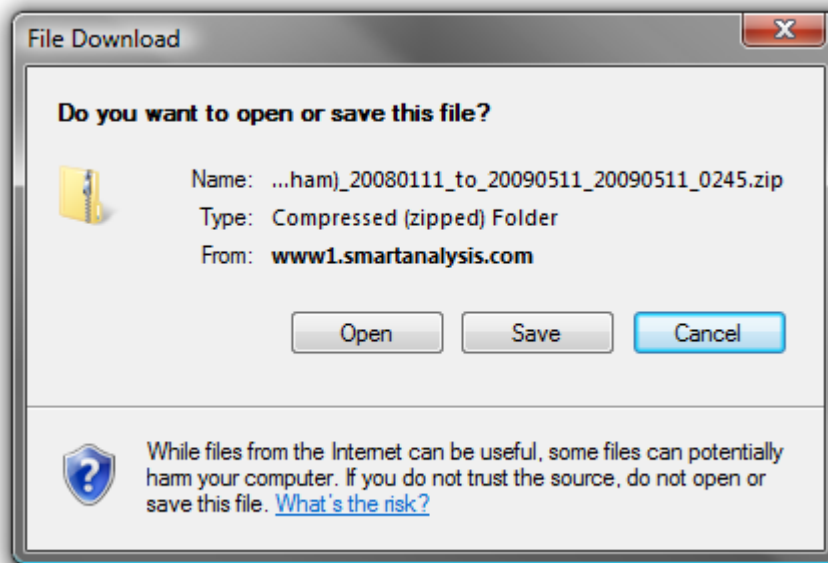
### Matching files

Choose the depot(s), start date, end date, highlight the vehicle and click on 'Refresh List'. You should get a table with a list of matching files...

<input checked="" type="checkbox"/>	File Name	Received	View Details
<input checked="" type="checkbox"/>	M_20080510_0540_BX56WWZ_XLRAT75PC0E735609.DDD	20/05/2008 11:01:47	<a href="#">Details</a>

Download

Tick the file(s) that you want and then click on 'Download' and you will see this window.



Click on 'Save' and then choose a location on your PC to save the files to, such as your Desktop or Documents folder. The file will then be copied to your desired location and will appear as a 'ZIP' file.

